

# **DOE TECHNICAL STANDARDS PROGRAM PROCEDURES**

**DOE-TSPP-9**

Revision: 6

Date: July 1, 2009

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## **MAINTENANCE OF DOE TECHNICAL STANDARDS**

U.S. Department of Energy  
Office of Nuclear Safety Policy and Assistance  
Washington, D.C. 20585

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## 1. SCOPE

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### 1.1 Purpose

This procedure provides guidance for the routine maintenance of DOE Technical Standards.

### 1.2 Applicability

This procedure applies to all DOE Headquarters and field organizations, management and operating contractors, and laboratories (hereafter referred to collectively as "DOE Components") working to the latest revision of DOE Order 252.1, "Technical Standards Program."

## 2. DOCUMENT MAINTENANCE

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### 2.1 Process Description

2.1.1 General. Maintenance of a DOE Technical Standard is a continuing responsibility of the Technical Standards Manager from the time the document is published until it is canceled. Each DOE Component Technical Standards Manager should ensure that appropriate technical standard maintenance activities are completed within their organizations. Because DOE Technical Standards affect many aspects of DOE's operations, these documents should contain valid criteria that accurately describe the users' needs, current technology, modern industrial practices, DOE procurement practices, and relevant testing methods. As a result of user feedback and periodic document review, the Preparing Activity continually updates or validates the criteria in its DOE Technical Standards until the documents are inactivated, superseded, or canceled. Each organization should designate a cognizant individual to be responsible for each current DOE Technical Standard prepared by that organization. These assignments should be kept current and up-to-date through retirements, reorganizations, reassignments, and mission and function changes.

2.1.2 User Feedback. Feedback from industry, program offices, project offices, procurement groups, and other users of DOE Technical Standards is an important indicator of the document's effectiveness in meeting DOE's needs. Preparing Activities should encourage and respond promptly to user feedback.

## **2.2 Use of DOE F 1300.3, "Document Improvement Proposal"**

Form DOE F 1300.3 (Attachment A) is the primary communication link between the users of DOE Technical Standards and the Preparing Activity. Each DOE Technical Standard should include DOE F 1300.3 as the last page of the document. Document users may remove this form and send it to the appropriate Preparing Activity with recommendations for improvements. Preparing Activities should reply to submitters of DOE F 1300.3 within 30 calendar days of receipt. The reply should indicate what action will be taken on the proposal and when it will be taken (i.e., next revision or soon as possible).

## **2.3 Changes to DOE Standards Index**

Technical Standards Managers provide the Technical Standards Program Office with changes or corrections to DOE-TSL-1, *Department of Energy Standards Index*, by submitting form DOE F 1300.4 (Attachment B). Preparing Activities and Review Activities may also request changes to DOE-TSL-1 by submitting DOE F 1300.4 to the Technical Standards Program Office through their Technical Standards Manager.

## **2.4 Periodic Document Review**

All DOE documents listed in Appendix A of DOE-TSL-1 are to be reviewed within five (5) years of the date that they were last updated [i.e., revised, reaffirmed, inactivated for new design, or reinstated]. This process is commonly referred to as a "Sunset Review." At the beginning of every fiscal year, the Technical Standards Program Office develops a list of all DOE documents that will be five years old within that year and provides it to the appropriate Technical Standards Managers. Each Preparing Activity should review this list, perform a thorough review of the DOE Technical Standards for which it is responsible, and take the following actions as appropriate.

- 2.4.1 If the information in DOE-TSL-1 is incorrect, submit DOE F 1300.4 to the Technical Standards Program Office to make the correction.
- 2.4.2 If the document is in use and needs to be revised, i.e., is not technically current according to the criteria of paragraph 4.1, submit a Revision request in accordance with paragraph 4.1.
- 2.4.3 If the document is technically current, but needs changes that meet the Change Notice criteria in paragraph 4.2.1, issue a Change Notice. Note that a Change Notice does not reset the 5-year Sunset clock. A Change Notice initiated as a result of the Sunset Review must be followed by a Reaffirmation Notice in accordance with paragraph 2.4.4 in order to fulfil the intent of the Sunset Review and reset the Sunset clock.

- 2.4.4 If the document is technically correct and is consistent with DOE TSP Procedures, issue a Reaffirmation Notice per paragraph 4.2.2 of this procedure.
- 2.4.5 If the document is not technically current but is in use at one or more DOE facilities, inactivate the document for new design in accordance with paragraph 4.2.3 of this procedure.
- 2.4.6 If the current document status is inactivated for new design, but it is in use at one or more DOE facilities, confirm the inactivated for new design status in accordance with paragraph 4.2.2 (this resets the five year review cycle).
- 2.4.7 If the document is not technically current and is not being used at any DOE facility, cancel the document in accordance with paragraph 4.2.4 of this procedure.
- 2.4.8 If the document is a candidate for conversion to a VCS, follow the processes outlined in DOE-TSPP-10.

If the Preparing Activity that originally developed the document no longer exists or the chairperson/author has been reassigned, the Technical Standards Manager of the originating organization will appoint a new chairperson/author.

## **2.5 Failure to Take Action on Documents Greater Than 5 Years Old**

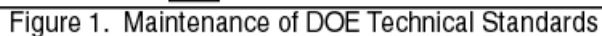
The Technical Standards Program Office, after considering safety implications, may initiate action to cancel a document if a Preparing Activity does not take appropriate action to update the document within one (1) year of notification of the "Sunset Review" (the 5-year review cycle) for the document. If, after notification of intended cancellation, another Headquarters or field organization expresses an interest in accepting Preparing Activity responsibility, the Technical Standards Program Office may transfer the document to that organization for maintenance.

### 3. REVIEW PROCEDURE

A flowchart of the complete maintenance process for DOE Technical Standards is provided in Figure 1. The following describes the typical sequence of events.

Person(s) Responsible	Action
a. Technical Standards Program Office	1. At the beginning of each fiscal year, develop a listing of all documents that will be 5 years old or older within that fiscal year and mail it to all Technical Standards Managers.
b. Technical Standards Manager/Preparing Activity	<ol style="list-style-type: none"> <li>1. Ensure that the designated Preparing Activities within their organization conduct a review of the DOE Technical Standards on the list provided by the Technical Standards Program Office. Perform a user survey as needed.</li> <li>2. Appoint replacement Preparing Activities as necessary.</li> <li>3. Assist the Preparing Activities in identifying and initiating the appropriate updates from the following list. Coordinate all actions with the cognizant DOE Component and notify the Technical Standards Program Office of one of the following proposed actions. <ol style="list-style-type: none"> <li>(a) Revision – a technical change to the text is needed, or non-technical changes will affect more than 25% of the text (see paragraph 4.1 for the definition of "technical change" and guidance on the revision process).</li> <li>(b) Change Notice – non-technical (editorial) changes affecting less than 25% of the text (see paragraph 4.2.1). Follow with a Reaffirmation Notice (next step).</li> <li>(c) Reaffirmation Notice – documents for which there is a continuing need "as-is" (see paragraph 4.2.2).</li> <li>(d) Inactive for New Design Notice – documents whose "as-is" use is limited to continuing support or reprourement for existing facilities (see paragraph 4.2.3).</li> <li>(e) Cancellation Notice – documents that have been converted, superseded, are no longer needed, or are technically inadequate (see paragraph 4.2.4).</li> <li>(f) Reinstatement Notice – reactivation of a canceled or inactive document (see paragraph 4.2.5).</li> </ol> </li> </ol>

Person(s) Responsible	Action
c. Technical Standards Program Office	<ol style="list-style-type: none"><li>1. Monitor the review and actions taken with respect to the technical standards on the list.</li><li>2. If a Technical Standards Manager does not take appropriate action to update the technical standard after one year has lapsed, contact other Technical Standards Managers to determine whether they will accept responsibility for the document.</li><li>3. If no other Technical Standards Manager accepts responsibility, initiate actions to cancel the document.</li><li>4. If another Technical Standards Manager accepts responsibility for the document, transfer the document to the new Technical Standards Manager.</li></ol>





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## 4. UPDATES TO DOE TECHNICAL STANDARDS

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Updates to DOE Technical Standards may be made through revision or through one of the types of notices described in the following paragraphs. Procedures for updating DOE Technical Standards are provided as part of the descriptions of the different types of updates that follow.

### 4.1 Revisions

Revisions are used to make major and minor technical changes to DOE Technical Standards. Technical changes are generally the result of technology advancements, changes in policy, revised requirements that necessitate updating a reference or a list of referenced documents in the technical standard, or updated procurement specifications. A technical standard is revised when the document requires a technical change to the text or when other types of needed changes affect more than 25% of the pages of the document (see Figure 1). The need for a revision may be identified by a user, by review of document improvement proposals (DOE F 1300.3) received by the Technical Standards Manager or the Technical Standards Program Office, by review of relevant operating experience information, or by other means. Changes that are not technical and affect less than 25% of the pages may be handled by a Change Notice (paragraph 4.2.1). Revision of a DOE Technical Standard is conducted in accordance with the following procedure.

Person(s) Responsible	Action
a. Preparing Activity	<ol style="list-style-type: none"><li>1. Contact the cognizant Technical Standards Manager and notify him/her of the intent to suggest a revision.</li><li>2. Prepare a Project Registration and Approval Request (PRAR), form DOE F 1300.5 (DOE-TSPP-4), with the support of the Technical Standards Manager that includes identification of the need for the revision</li><li>3. Send the request for revision to the cognizant Technical Standards Manager.</li></ol>
b. Technical Standards Manager	<ol style="list-style-type: none"><li>1. Evaluate the request. Revise the PRAR as required and send to the Technical Standards Program Office in accordance with DOE-TSPP-4.</li></ol>
c. Preparing Activity	<ol style="list-style-type: none"><li>1. Complete the revision process in accordance with DOE-TSPP-5, DOE-TSPP-6, DOE-TSPP-7, and DOE-TSPP-8.</li></ol>

## 4.2 Notices

The following paragraphs describe the five types of notices used to effect updates to DOE Technical Standards.

4.2.1 Change Notice. A change notice is used to transmit non-technical page revisions in the form of needed "pen-and-ink" changes to selected pages or in the form of new pages to be inserted in the document that affect less than 25% of the pages of the document. Change notices are most often used to correct typographical, spelling, and numerical errors.

- a. When to use a Change Notice. The Preparing Activity may issue a Change Notice when changes to a published DOE Technical Standard are not technical in nature and do not exceed 25% of the pages of the document. If changes exceed 25% of the pages or are technical in nature, the document should be revised in accordance with paragraph 4.1 of this procedure.

**NOTE:** At the discretion of the Preparing Activity and the Technical Standards Manager, the document update may be processed as a revision even if the changes constitute less than 25% of the pages of the document.

**NOTE:** Appendices to DOE Technical Standards are not considered to be part of the criteria that must be satisfied to comply with the intent of the document(s). Appendices are used to provide supplemental information; as such, they do not count as part of the percentage of pages changes when determining if a Change Notice can be processed.

- b. Coordination. Change Notices do not require project registration nor coordination. When changes to a DOE Technical Standard do not affect the references in or the technical matter of the document, project registration and coordination are not needed. The Preparing Activity prepares a Change Notice and approves the changes with the concurrence of the appropriate Technical Standards Manager and the Technical Standards Program Office. Changes that do affect references or involve greater than 25% of the pages of the document are processed as a revision and should be coordinated in the same manner as the original document.

Change notices to DOE Technical Standards are accomplished as follows:

Person(s) Responsible	Action
a. Preparing Activity and Technical Standards Manager	<ol style="list-style-type: none"> <li>1. Prepare the Change Notice in the form of a cover letter justifying the needed change. Include enclosure pages to describe the change or provide pages to insert in the original document.</li> <li>2. Coordinate the Change Notice with a copy of the DOE Technical Standard if substantive changes are involved. If only editorial changes are involved, send camera-ready copies of the page changes, a diskette, and the cover letter to the Technical Standards Program Office with evidence of senior line manager approval. Provide a Table of Changes (see Attachment C as an example) to be included in the front of the Change Notice document.</li> </ol>
b. Technical Standards Program Office	<ol style="list-style-type: none"> <li>1. Arrange for publication, indexing, and distribution of the Change Notice. Ensure that there are accompanying instructions for entering the changes in the technical standard.</li> <li>2. Reflect completion of the Change Notice in the next issue of DOE-TSL-1 and in <i>Standards Actions</i>.</li> </ol>

4.2.2 Reaffirmation Notice. Reaffirmation notices indicate that the Preparing Activity has performed a five-year review of a DOE Technical Standard in accordance with Section 2.4 and has determined that the document meets one of the two following document criteria.

- a. Active documents. A DOE Technical Standard is reaffirmed if it has been active for 5 years or more, and the document needs no changes beyond those changes required by a Change Notice, is currently in use on DOE projects or referenced in current DOE directive(s), or is to be referenced in future DOE projects. A discussion should be held with the Office of Primary Interest for any DOE directive(s) that references the document to ensure a continuing need for the document.
- b. Inactive documents. The Preparing Activity also reviews inactive documents every 5 years to confirm that there is a continuing need to maintain the document in an inactive (i.e., inactive for new design, see paragraph 4.2.3) status.

Reaffirmation notices do not require project registration; however, the Preparing Activity should coordinate the reaffirmation process with the DOE

Technical Standards Managers and the Technical Standards Program Office. Any comments received should be evaluated to determine if document changes may now be required. Although reaffirmation notices do not effect any changes to the technical standard, changes in Preparing Activity responsibility may be announced by this notice.

Reaffirmation Notices are accomplished as follows:

Person(s) Responsible	Action
a. Preparing Activity and Technical Standards Manager	<ol style="list-style-type: none"> <li>1. Prepare a Reaffirmation Notice proposal to indicate that a document is technically valid without changes and request agreement on reaffirmation.</li> <li>2. Coordinate the proposal with the Technical Standards Managers and the Technical Standards Program Office allowing a 60-day review period.</li> <li>3. Evaluate any returned comments to determine if document changes may now be needed.</li> <li>4. If a revision is needed, follow the process of paragraph 4.1 for revisions.</li> <li>5. If a Change Notice is needed, perform the Change Notice process in accordance with 4.2.1. Then proceed to step 7 below to complete the reaffirmation.</li> <li>6. If document changes are not needed, continue with this procedure.</li> <li>7. Prepare and send a Reaffirmation Notice together with written evidence of senior line manager approval (coordinated with the Office of Primary Interest, if necessary) to the Technical Standards Program Office.</li> </ol>
b. Technical Standards Program Office	<ol style="list-style-type: none"> <li>1. Ensure that interested parties are informed of the Reaffirmation Notice through publication of the notice in <i>Standards Actions</i>.</li> <li>2. Modify the cover sheet of the DOE Technical Standard to reflect reaffirmation and arrange for printing and distribution of the reaffirmed version.</li> </ol>

Person(s) Responsible	Action
	<b>NOTE: Reprinting and distribution of a reaffirmed DOE Technical Standard is preferred. However, in selected instances, reaffirmation may be reflected only in the listing of approved standards on the Technical Standards Program Web Site.</b>

- 4.2.3 Inactive for New Design Notice. An Inactive for New Design Notice indicates that a DOE Technical Standard is not to be used except to support or reprocurve equipment for existing facilities that have previously used the document. In the normal life cycle of a DOE Technical Standard, it is common that an action to inactivate the document for new design will take place many years before the document is eventually canceled. Coordination of the notice in accordance with DOE-TSPP-6 (full or limited coordination depending on the base document) is necessary.

When the review is complete, a DOE Technical Standard may be inactivated for new design if (1) it is determined that a potential use exists for the standard, but continued maintenance is not warranted on a routine basis or (2) the DOE Technical Standard is referenced in active programs and needs no revision or change for continued use on such programs and is not being reaffirmed. Inactive DOE Technical Standards may remain in the inactive status until a new use or need exists. At that time, the technical standard may be reinstated in accordance with paragraph 4.2.5 of this procedure. Anyone desiring to reference an inactive DOE Technical Standard in a new application should first initiate a request to reinstate the technical standard.

Inactive for new design notices are accomplished as follows:

Person(s) Responsible	Action
a. Preparing Activity	<ol style="list-style-type: none"> <li>1. Notify the Technical Standards Manager of the desire to inactivate a DOE Technical Standard.</li> </ol> <p><b>NOTE: A discussion should be held with the Office of Primary Interest if the document is referenced in a DOE policy or requirements document.</b></p> <ol style="list-style-type: none"> <li>2. If the Technical Standards Manager concurs, conduct a user survey to confirm that the document is no longer needed.</li> <li>3. Prepare a PRAR form and an Inactive for New Design Notice.</li> </ol>
b. Technical Standards Manager	<ol style="list-style-type: none"> <li>1. Ensure that an adequate canvass of users and Technical Standards Managers has been completed to support the recommendation.</li> </ol>

Person(s) Responsible	Action
	2. Send the Notice and PRAR form to the Technical Standards Program Office for assignment of a project number.
c. Preparing Activity	1. Coordinate the Notice with the appropriate DOE Component Technical Standards Managers. The coordination letter should include justification for inactivation and comments relating to the results of the user survey that established the lack of continuing need for the document.  2. If the coordination identifies a continued need for the document, address the comments and re-evaluate the action required to update the document.  3. If coordination does not identify a need and an activity who will revise the document, send a letter to the Technical Standards Program Office signed by the appropriate senior line manager to inactivate the document for new design.
d. Technical Standards Program Office	1. Annotate the next issue of DOE-TSL-1 to reflect the inactivation of the DOE Technical Standard, list the document as inactive in <i>Standards Actions</i> , and make the appropriate changes in the TSP Home Page listings.  2. Modify the cover sheet of the document to reflect inactivation and arrange for filing of the inactive document.

- 4.2.4 Cancellation Notice. A published DOE Technical Standard should be canceled if the technical content of the document has been converted to a non-Government standard, the document has been superseded by another DOE Technical Standard, the technical standard is no longer needed, or the document is technically inadequate and does not meet the criteria for "inactive for new design."

The process for issuing a Cancellation Notice is the same as the "inactive for new design" process except that expedited coordination is not appropriate for cancellation of a DOE Technical Standard. The Preparing Activity allows a minimum of 60 days for Technical Standards Managers, Review Activities, and other users to comment on the proposed cancellation of a DOE Technical Standard. The Preparing Activity should include a statement in the coordination letter that any Technical Standards Manager or Review Activity that may still need the document should be willing to assume the Preparing Activity responsibility for future document maintenance.

Cancellation notices are accomplished as follows:

Person(s) Responsible	Action
a. Preparing Activity	<ol style="list-style-type: none"> <li>1. Notify the Technical Standards Manager of the desire to cancel a DOE Technical Standard.</li> </ol> <p><b>NOTE: The Office of Primary Interest should be advised if the document is referenced in a DOE policy or requirements document.</b></p> <ol style="list-style-type: none"> <li>2. If the Technical Standards Manager concurs, conduct a user survey to confirm that the document is no longer needed.</li> <li>3. Prepare a PRAR form and a Cancellation Notice.</li> </ol>
b. Technical Standards Manager	<ol style="list-style-type: none"> <li>1. Ensure that an adequate canvass of users and Technical Standards Managers has been completed to support the recommendation.</li> <li>2. Send the Notice and PRAR form to the Technical Standards Program Office for assignment of a project number.</li> </ol>
c. Preparing Activity	<ol style="list-style-type: none"> <li>1. Coordinate the Cancellation Notice with the Technical Standards Managers and appropriate Review Activities. The coordination letter includes justification for cancellation and comments relating to the results of the user survey that established the lack of continuing need for the document.</li> <li>2. If coordination does not identify a continuing need for the document or an activity that will update the document, send a letter to the Technical Standards Program Office signed by the appropriate senior line manager to cancel the DOE Technical Standard.</li> </ol>
d. Technical Standards Program Office	<ol style="list-style-type: none"> <li>1. Annotate the next issue of DOE-TSL-1 to reflect the cancellation of the DOE Technical Standard, list the document as canceled in <i>Standards Actions</i>, and remove the document from the active TSP Home Page listings.</li> <li>2. Modify the cover sheet of the document to reflect cancellation and file the canceled document.</li> </ol>
e. Technical Standards Manager	<ol style="list-style-type: none"> <li>1. If the technical standard is not approved for cancellation, re-evaluate the action required</li> </ol>

Person(s) Responsible	Action
	to update the document.

- 4.2.5 **Reinstatement Notice.** A DOE Component Technical Standards Manager may designate a Preparing Activity to reinstate a canceled or inactive DOE Technical Standard by issuing a Reinstatement Notice. Coordination of the Reinstatement Notice in accordance with DOE-TSPP-6 is necessary (full or limited coordination is employed, depending on the base document). The organization requesting reinstatement assumes Preparing Activity duties. If a coordinated document is being reinstated without change, the Preparing Activity need only coordinate with the Technical Standards Managers and Review Activities of the appropriate program or project office to determine their interest in the reinstated document. If a limited coordination document is being reinstated without change, the Preparing Activity coordinates with the appropriate Review Activities to determine their interest in the reinstated document. The Preparing Activity can revise the document concurrent with the reinstatement action but should follow the appropriate document update procedure. If the DOE Technical Standard is reinstated for use by a single DOE Component, the name (symbol) of the DOE Component is shown in parentheses after the document number.


Reinstatement of a DOE Technical Standard is accomplished as follows:

Person(s) Responsible	Action
a. Proposer	1. Determine a need to reinstate a technical standard and submit a letter proposal with justification to the cognizant Technical Standards Manager and the Technical Standards Program Office.
b. Technical Standards Manager	1. Review the proposal and determine which document update procedure will be followed. Manage completion of that procedure.



**ATTACHMENT A**  
**Document Improvement Proposal, DOE F 1300.3**  
**(Page 1 of 2)**

<small>DOE F 1300.3 (01-94)</small>		<b>U.S. DEPARTMENT OF ENERGY</b> <b>DOCUMENT IMPROVEMENT PROPOSAL</b> <small>(Instructions on Reverse)</small>		<small>OMB Control No. 1910-0900 OMB Burden Disclosure Statement on Reverse</small>	
1. Document Number		2. Document Title			
3a. Name of Submitting Organization			4. Type of Organization <i>(Mark one)</i>		
3b. Address <i>(Street, City, Zip Code)</i>			<input type="checkbox"/> Vendor <input type="checkbox"/> User <input type="checkbox"/> Manufacturer <input type="checkbox"/> Other (Specify: _____ )		
5. Problem Areas <i>(Attach extra sheets as needed.)</i>					
a. Paragraph Number and Wording					
b. Recommended Wording					
c. Reason/Rationale for Recommendation					
6. Remarks					
7a. Name of Submitter <i>(Last, First, MI)</i>			7b. Work Telephone Number <i>(Include Area Code)</i>		
7c. Mailing Address <i>(Street, City, State, Zip Code)</i>			8. Date of Submission		

 Printed with soy ink on recycled paper

**ATTACHMENT A**  
**Document Improvement Proposal, DOE F 1300.3**  
**(Page 2 of 2)**

DOE F 1300.3  
(01-94)

OMB Control No.  
1910-0900

INSTRUCTIONS: In a continuing effort to improve the U.S. Department of Energy (DOE) Technical Standards, this form is provided for use in submitting comments and suggestions for improvements. All users of DOE Technical Standards are invited to provide suggestions. This form may be detached, folded along the lines indicated, taped along the loose edge (DO NOT STAPLE) mailed to the address indicated or faxed to (615) 574-0382.

1. The submitter of this form must complete blocks 1 through 8.
2. The Technical Standards Program Office (TSPO) will forward this form to the Preparing Activity. The Preparing Activity will reply to the submitter within 30 calendar days of receipt from the TSPO.

NOTE: This form may not be used to request copies of documents, nor to request waivers, deviations, or clarification of specification requirements on current contractors. Comments submitted on this form do not constitute or imply authorization to waive any portion of the referenced document(s) or to amend contractual requirements.

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0900), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, DC 20503.

U.S. Department of Energy Technical Standards Program Office  
1000 Independence Avenue, SW  
Washington, D.C. 20585

**ATTACHMENT B**  
**DOE Standards Index Change Request, DOE F 1300.4**  
**(Page 1 of 2)**

DOE F 1300.4 (01-94)		U.S. DEPARTMENT OF ENERGY STANDARDS INDEX (DOESI) CHANGE REQUEST		OMB Control No. 1910-0900 OMB Burden Disclosure Statement on Reverse	
PURPOSE OF REQUEST					
<input type="checkbox"/> CHANGE (Add or delete data)		<input type="checkbox"/> CORRECTION (Modify recorded data)			
EDITION OF DOESI (DATE AND REVISION)					
REQUESTING ACTIVITY (NAME AND ADDRESS)					
REQUESTED CHANGES					
CHANGE FROM:			CHANGE TO:		
DOCUMENT NUMBER					
DOCUMENT TITLE					
FSG/FSC/AREA					
PREPARING ACTIVITY (PA)					
ADOPTING ACTIVITY (AA)					
DOCUMENT DATE					
REASON FOR REQUEST/AMPLIFYING INFORMATION					
SIGNATURE AND TITLE				DATE	

**ATTACHMENT B**  
**DOE Standards Index Change Request, DOE F 1300.4**  
**(Page 2 of 2)**

*DOE F 1300.4*  
*(01-94)*

OMB Control No.  
1910-0900

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management, Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0900), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, DC 20503.

**ATTACHMENT C**  
**Sample of Table of Changes (Change Notice)****Change Notice No. 1****DOE-STD-1036-93**  
**December 1998***Guide to Good Practices for Independent Verification*

<b>Page / Section</b>	<b>Change</b>
p. 11 / Section 4.1.2	The reference to DOE-STD-1030-92, <i>Guide to Good Practices for Lockouts and Tagouts</i> , was updated to DOE-STD-1030-96 with the same title.
p. 14 / Section 4.2.1	The reference to DOE-STD-1030-92, <i>Guide to Good Practices for Lockouts and Tagouts</i> , was updated to DOE-STD-1030-96 with the same title.
p. 16 / Section 4.2.2	The reference to DOE Order 4330.4A, <i>Maintenance Management Program</i> , was updated to DOE Order 4330.4B with the same title.
p. 24 / Section 4.3.7	The reference to DOE-STD-1030-92, <i>Guide to Good Practices for Lockouts and Tagouts</i> , was updated to DOE-STD-1030-96 with the same title.
p. 27 / Supplemental Resources	The reference to DOE Order 4330.4A, <i>Maintenance Management Program</i> , was updated to DOE Order 4330.4B with the same title. The reference to DOE-STD-1030-92, <i>Guide to Good Practices for Lockouts and Tagouts</i> , was updated to DOE-STD-1030-96 with the same title.
Concluding Material	The Preparing Activity was updated from NE-73 to HS-21.